



**ACAC Grants Committee  
(Arlington Cultural Council)**

**January 2022 Minutes**

**7:30 p.m. – 9:00 p.m.**

**Attendance** (p=present, x=absent)

Todd Brunel	p	Brian McMurray	p
Nick Castellano, Recording Secretary	p	Emily Reynolds, Corresponding Secretary	p
Andrew Conway, Treasurer	p	Scott Samenfeld, Publicity Coordinator	p
Susan Larson, Chair	p		

**Remote Participation Following Executive Order on Remote Participation**

**Date and Time:** January 10, 2022

**Registration in advance for this meeting:**

<https://us02web.zoom.us/join/zoom/register/tZMtcOitpj0tE9BC9wfOJq5PrGCQmOx-nSWg>

**MINUTES**

**MEETING INTRODUCTION:** Susan Larson confirmed that everyone had access, introduced the remote meeting and read the online meeting instructions from the Town.

- 1. Introductions**
- 2. Vote on Approval of December 2021 Meeting Minutes**
  - a. Motion to approve by Todd. Seconded by Andrew. Motion passed 6 - 0 with one abstention due to absence (Scott Samenfeld).
- 3. Grantee Updates and Discussion of 2021 Grantee Table**
  - a. **Vote on any received Final Reports**

- i. Vote on accepting two final reports from Kalliope Reed Quintet and the Arlington Author Salon passed unanimously. We are still missing a few final reports and will be following up with grantees

#### **4. 2022 Grant Cycle**

##### **a. Liaison assignments**

- i. Susan solicited comments on the 2022 Grant Cycle Tracking spreadsheet. The committee had no changes necessary to change. The committee will consider changes if necessary. The committee then selected the projects that they would be liaisons for during the coming year.

##### **b. Review of timeline/next steps**

- i. Emily reviewed the upcoming steps. Emily marked the list of denied and accepted applications in MCC's smartsimple program. She sent the rejection letters with the appropriate reasons and the fifteen day appeal period ended without any appeals made. The annual report for last year had been submitted and the approval emails were sent congratulating the recipients. Emily then sent out another longer email with grant information, award amounts, final report information, as well as publicity requirements. The next step will be for each of us to reach out to our grantees and introduce ourselves. Andrew reviewed the process from previous years.

##### **c. Reception discussion**

- i. The committee will wait to decide on when and if to have a reception for the grantees this year. Likely the committee will need to make a decision in February and March.

##### **d. Review suggested grantee letter changes**

- i. Andrew and Todd will be working on updating the Liaison Introduction Letter so that it is compatible with the MCC form letter.

#### **5. Treasurer Report**

- a. No updates

## **6. Corresponding Secretary Update**

- a. No updates

## **7. Publicity Update**

- a. Scott will send out an announcement to the press announcing the grant winners. Committee members will need to submit blurbs for each grant. Submit them into the Grants cycle 2022 folder on the google drive into the awards announcement document.

## **8. ACAC Liaison Update**

- a. The ACAC Community Engagement committee will be doing a volunteer event which Susan and Nick will be presenting at on January 31st.

## **9. Files Review Project**

- a. The committee discussed ways to better manage our Google Drive including archiving old information, ensuring that the “Role” folders strictly involve instructions and then keep everything within an annual grants cycle folder system.

## **10. Other Business**

- a. Nancy Gray joined us with questions about her interest in joining the committee and committee members spoke about their roles on their committee and their experience. Nancy told the committee about her past and motivations for potentially joining the committee. Susan let Nancy know about the process for joining the committee if she is interested.

## **11. Adjourn**

- a. Scott motioned to adjourn and Andrew seconded the motion. The motion passed unanimously.

*The meeting was adjourned at 8:39pm.*

*Submitted by Nick Castellano, Recording Secretary*